

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 8**

**April 26, 2016**

**SUBJECT: MULTI-DISCIPLINARY COLLISION INVESTIGATION TEAM – REVISED; AND, GUIDELINES FOR MAJOR TRAFFIC/RAILROAD CROSSING COLLISIONS, FORM 04.19.00 - REVISED**

**PURPOSE:** This Order revises Department Manual Section 4/412, *Multi-Disciplinary Collision Investigation Team*, to reflect new changes to the call-out criteria and responsibilities of the Multi-Disciplinary Collision Investigation Team (MCIT). This Order also updates and revises the Guidelines for Major Traffic/Railroad Crossing Collisions, Form 04.19.00.

**PROCEDURE:**

- I. MULTI- DISCIPLINARY COLLISION TEAM – REVISED.** Attached is the revised Department Manual Section 4/412, *Multi-Disciplinary Collision Investigation Team*, with the revisions indicated in italics.
- II. GUIDELINES FOR MAJOR TRAFFIC/RAILROAD CROSSING COLLISIONS – REVISED.** The Guidelines for Major Traffic/Railroad Crossing Collisions, Form 04.19.00, has been revised to update the name and telephone numbers for MCIT as well as the revised call-out criteria for MCIT.

**FORM AVAILABILITY:** The revised Guidelines for Major Traffic/Railroad Crossing Collisions form is accessible in E-Forms on the Department's Local Area Network (LAN) and is attached for immediate use and duplication.

**AMENDMENTS:** This Order amends Section 4/412 of the Department Manual. The "Form Use" link applicable to the Guidelines for Major Traffic/Railroad Crossing Collisions has been updated and is accessible in E-forms on the Department's LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

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**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Special Order No. 8, 2016**

**412. MULTI-DISCIPLINARY COLLISION INVESTIGATION TEAM.**

The Multi-Disciplinary Collision Investigation Team (MCIT) is responsible for critical traffic investigations, traffic reconstruction and teaching collision investigation schools. The MCIT shall be requested in any of the following incidents:

- Any traffic collision that results in *a verified critical ("A") or fatal ("K") injury and involves a City-owned or a City-mileage vehicle or was being influenced by City property or a City employee acting within the scope of his/her employment and has the likelihood of substantial liability to the Department; or,*
- Any major unusual traffic occurrence, when requested by the concerned traffic division watch commander and with the approval of the *Officer In Charge (OIC), Traffic Coordination Section (TCS); or,*
- Any request by a commanding officer, *with the approval of the Commanding Officer, Emergency Operations Division.*

The traffic division watch commander or on-call traffic division detective of the concerned geographic bureau must contact the OIC, TCS, for approval prior to requesting the MCIT.

**Note:** When the TCS is closed, Real-Time Analysis and Critical Response (RACR) Division must be notified and requested to contact the on-call MCIT supervisor *assigned to the TCS. Upon notification of an MCIT incident, RACR Division is responsible for initiating the MCIT notification process. In the event of an MCIT call-out, the MCIT supervisor is responsible for requesting that RACR Division coordinate the response of the aforementioned personnel. The MCIT supervisor may call upon resources of a geographic traffic division, as needed, to assist in various aspects of an investigation.*

**Multi-Disciplinary Collision Investigation Team.** The MCIT is comprised of the following personnel:

- (2) Commanding Officer, Counter-Terrorism and Special Operations Bureau, *and* Commanding Officer, EOD;
- (1) Department Risk Manager or representative;
- (1) Lieutenant II;
- (1) Detective III;
- (1) *Sergeant II;*
- (2) Detective II;
- (2) Police Officer III;
- (1) Automotive Supervisor or higher rank supervisor designated by the Commanding Officer, Motor Transport Division, as an adjunct member; and,
- (1) Traffic Engineer, Los Angeles Department of Transportation, as an adjunct member.

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**Multi-Disciplinary Collision Investigation Team Responsibilities.** The MCIT is responsible for the following:

- Completing critical traffic collision investigations;
- Conducting downloads of a vehicle's Event Data Recorder and Power Control Module;
- Conducting follow-up investigations;
- Conducting compelled interviews of Department employees, when applicable, and in accordance with Government Code Section 3300;

**Note:** Prior to conducting the compelled interview, the MCIT interviewer should ensure that the involved employee(s), when practicable, review the Digital In-Car Video System footage captured during the incident, consistent with Department Manual Section 3/579.13 and the Body Worn Video, consistent with Department Manual Section 3/579.15.

- Conducting recorded interviews of all involved parties;
- Conducting recorded interviews of all witnesses;
- Conducting vehicle examinations;
- Filing cases with the District or City Attorney's Offices;
- Handling all *collision* reconstructions;
- Handling arrests, bookings, *any follow-up investigation and criminal filing for a critical traffic collision only when it involves a traffic related crime(s) and/or when all connected reports are traffic-related*;
- Presenting the facts and evidence of the traffic collision at the Chief of Police 72-hour Briefing; and,
- Teaching Department traffic schools.



## GUIDELINES FOR MAJOR TRAFFIC/RAILROAD CROSSING COLLISIONS

This form is intended to provide basic reminders to an officer at the scene of a major traffic collision (TC) such as a murder, felony driving under the influence (DUI), hit and run (H&R) felony with a fatal injury, or a train involved at a grade crossing.

MAJOR TRAFFIC COLLISION GUIDELINES	
UPON ARRIVAL AT THE SCENE	SPECIALIZED UNITS AND EQUIPMENT
<input type="checkbox"/> Park in a safe location - Do not block the roadway. (Be aware of down power lines, gas and evidence on the roadway)  <input type="checkbox"/> Request an ambulance if needed  <input type="checkbox"/> Request Department of Transportation for traffic control  <input type="checkbox"/> Request additional units for crowd control  <input type="checkbox"/> Locate and identify involved parties and witnesses  <input type="checkbox"/> If Hit & Run, make a crime broadcast	<input type="checkbox"/> City of Los Angeles Bureau of Street Services for sand, barricades or a major cleanup  <input type="checkbox"/> Fire Department for a wash-down  <input type="checkbox"/> Haz-Mat Detail for a hazardous material spill  <input type="checkbox"/> Traffic Signal Repair Unit for damaged signals  <input type="checkbox"/> City of Los Angeles Department of Water and Power for down power lines or fire hydrant  <input type="checkbox"/> Representative for Metrolink, Light Rail or Freight Train
<p>If it is determined that the TC meets the criteria for the Multi-Disciplinary Collision Investigation Team (MCIT), (see below), then the following actions should be taken:</p> <p><b>Treat the scene of a MCIT Call as you would the scene of a homicide. SECURE THE SCENE. DO NOT</b> touch evidence or contaminate the TC scene. <b>DO NOT</b> allow unauthorized persons to enter the area. Unless there is a possibility of a fire or explosion, request that the Fire Department <b>NOT</b> wash down the area; vital evidence may be moved or destroyed. <b>DO NOT</b> allow the involved vehicles to be moved. The DOT personnel are aware of MCIT investigations and will assist in any way. Unlike most crime scenes, traffic collisions tend to be spread over a large area. It may be necessary to shut down an entire street or intersection; if so, <b>DO IT</b>.</p> <p>Request the MCIT through Traffic Coordination Section (TCS) at (213) 486-0690 during normal business hours or through Real Time Analysis and Critical Response (RACR) Division at (213) 484-6700 during off hours and weekends.</p> <p>Multi-Disciplinary Collision Investigation Team call-out criteria includes:</p> <ol style="list-style-type: none"> <li>1. Any traffic collision that results in a verified critical ("A") or fatal ("K") injury <b>and</b> involves a City-owned or a City-mileage vehicle or was being influenced by City property or a City employee acting within the scope of his/her employment and has the likelihood of substantial liability to the Department; or,</li> <li>2. Any major unusual traffic occurrence, when requested by the concerned traffic division watch commander and with the approval of the Officer In Charge (OIC), Traffic Coordination Section (TCS); or,</li> <li>3. Any request by a commanding officer, with the approval of the Commanding Officer, Emergency Operations Division.</li> </ol>	

## RAILROAD CROSSING COLLISION GUIDELINES

The Metro Light Rail System, Metrolink, and all trains and conveyances using railroad right-of-ways in the City of Los Angeles are NOT City property. However, if involved in a traffic collision, suicide, or attempted suicide, the investigation shall be handled as if the occurrence was City Property Involved (CPI).

Traffic divisions handle all rail incidents other than provable homicides, including suicides and attempted suicides. Reporting procedures differ, however, depending on the location and type of collision. For a collision at a grade crossing, complete a Collision Report (CHP 555) with a scale diagram, just as in a CPI Report. These reports must have a Traffic Division of Record (DR) Number. For a collision between grade crossings, or an incident involving suicide or attempted suicide, complete a Death Investigation Report, Form 03.11.00 or a Personal Injury or Illness Report, Form 06.34.00 as Page 1. Follow with the CHP 555 face sheet as Page 2, and continue with the necessary traffic-related report pages (including a scale diagram). These reports must have a DR Number pertaining to the Death Investigation Report. For a rail collision on private property with property damage only, complete a traffic collision report with a miscellaneous DR Number.

If a body is on the rails blocking train movement, contact the Coroner's office at (323) 343-0711 to obtain permission to move the body off of the rails. The personnel at scene shall be responsible for ensuring the body is photographed and its position marked prior to the body being moved.

The train conductor is responsible for the movement of the train and shall be listed as a "party" on the CHP 555 face page, type "Other." In the event that the train is operating without a conductor, the engineer's name is listed for the party information. The driver's license number shall not be written on the face page, but should be included within the narrative section of the report under "Remarks" for identification purposes. The engineer(s) and brakeman are listed as witnesses (when there is a conductor) and statements should be taken from them.

All efforts should be made to cooperate with railroad personnel and to expedite the opening of the rail lines once the investigation is complete.

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### Conductor Information:

- ☐ Name
- ☐ Address
- ☐ Date of Birth (DOB)
- ☐ Phone

### Engineer Information:

- ☐ Name
- ☐ Address
- ☐ DOB
- ☐ Phone
- ☐ Time of TC
- ☐ Estimate train speed at time of collision

### Train Information:

- ☐ Lead engine number
- ☐ Train Identification number
- ☐ Number of cars in train
- ☐ Railroad Company name/address (owns tracks)
- ☐ Additional crew members

### Engine Information:

- ☐ Headlight working? In use?
- ☐ Horn working? In use?
- ☐ Bell working? In use?

### Miscellaneous Information:

- ☐ Railroad (RR) car number on crossing?
- ☐ Distance to last RR car from Area of Impact?
- ☐ Witnesses

### Crossing Signals:

- ☐ Light/gate bell combination?
- ☐ Passive warning (crossbuck)?
- ☐ Wig-wag type?
- ☐ Lights flashing/bells ringing upon your arrival?
- ☐ Crossing gates down?
- ☐ If devices not working upon your arrival, explain...

### Other Crossing Characteristics:

- ☐ Advanced warning signs in place? Location?
- ☐ Crossing surface (rubber, asphalt, etc.)
- ☐ Pavement markings
- ☐ Department of Transportation/AAR crossing number
- ☐ Width of Right of Way
- ☐ Visual obstructions on driver's approach
- ☐ Citations issued if warranted